

**Course Description/Rationale/Overview:** This course teaches students how to develop and achieve personal goals for future work, and community involvement. Students will assess their interests, skills, and characteristics and investigate current economic opportunities, and ways to search for work. The course explores postsecondary learning and career options, prepares students for managing work and life transitions, and helps students focus on their goals by developing a career plan.

**Class Requirements:**

**Materials/textbooks/equipment**

**Text: (Replacement cost: \$70 )**

*Recommended: Students need a pen/pencil and a binder with paper everyday. They will also need a binder, separate from their class binder, to put together their summative portfolio.*

**Missed Tests and Late Assignments**

Students are to be present for test dates. There must be a verified, valid reason when a test is missed. The teacher may provide an alternative opportunity for testing or record an “absent” for that test.

All summative assignments will have a clear *Due Date*. Assignments that are handed after the *Due Date* will be accepted and assessed by the teacher if submitted prior to the *Deadline*. The *Deadline* is defined as the class period in which that graded assignment is returned to the class, unless there are extenuating circumstances.

For the mid-term report, no mark will be recorded for a missed summative assignment. Where a student has not submitted enough work for the teacher to determine the student’s level of achievement the report card will indicate that the student’s work is incomplete and no grade will be assigned.

At the semester end, where summative assessments are incomplete, a mark of zero may be assigned and used to calculate the student’s final grade.

**Assessment Strategies**

Students are assessed based on evaluation requirements and rubrics assigned to each project/assignment.

**Achievement Categories**

Knowledge/Understanding	20%
Thinking/Inquiry	15%
Communication	20%
Application	15%
Summative Career Research	15%
Portfolio	15%

**Curriculum strands:**

- Personal Management
- Exploration of Opportunities
- Preparation for Transitions and Change

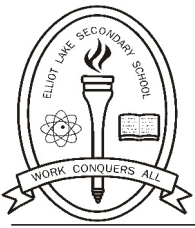
**Learning Skills:**

- Works Independently
- Team work
- Organization
- Work Habits
- Initiative

**Evaluation**

**The year’s work will be based on:**

- Research Assignments
- Personality Tests
- Tests and Quizzes
- Pamphlet Creation
- Resume and Cover Letter writing
- Job Shadow
- Career Portfolio



**COURSE OUTLINE**

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Unit 1	List of strands included in unit	Types of activities and the categories of achievement that they evaluate	Percent that unit represents out of the <b>70%</b> for the Summative Tasks
Brief description of unit of study			
<b>Unit 2</b>			
<b>Unit 3</b>			
<b>Unit 4</b>			
<b>Unit 5</b>			
<b>Unit 6</b>			
<b>Summative Evaluation</b>			Percent that each task represents out of <b>30%</b> for final summative evaluation
Types of evaluation used to determine final 30 % of mark: exam, presentations, scrapbooks, etc..			